

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Services Branch

DATE: 4 August 1948

FROM : Chief, Management Branch

SUBJECT: Proposed revision of Administrative Instruction No. 40-5

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1. In accordance with the request contained in your memorandum of 23 July 1948 there is attached, for your review, the revised "Requisitioning Procedure Chart" which incorporates the suggestions contained in paragraphs 3a, b, c and e of Mr. [REDACTED]'s memorandum to you dated 19 July 1948.

2. The purpose of this chart is to provide all interested employees with brief and pertinent information on obtaining supplies and services without the necessity of their going into a step by step study of an internal operating procedure. For this reason other suggestions have been omitted in the revised chart.

3. Since the chart brings up-to-date and makes more explicit all of the information contained in Administrative Instruction No. 40-5, it appears impractical to consider it as anything other than a revision of that document.

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[REDACTED]